

Appendix D SPECIFICATIONS

A. General

The A/E shall be responsible for preparation of the technical portions of the project specifications, Divisions 02000 to 16000. Project specifications shall be clear, concise and non-proprietary.

B. Guide Specifications

1. NAVFAC Guide Specifications

Specifications for FD&CC projects shall be developed using NAVFAC Guide Specifications. Designers are cautioned to edit and modify them to suit the project requirements.

Use of the guide specification do not in any way relieve the designer of their professional obligations as a designer.

NAVFAC specifications are available online from:

<http://www.efdlant.navfac.navy.mil>

If certain portions of the work are not included in any portion of the available guides, the A/E shall prepare the necessary sections using the same format as that in the guides.

2. Preparation of Specifications

NAVFAC Guide specifications are prepared using the "SPECSINTACT" system (also available through the above link). *However, for the final submission the "SPECSINTACT" document shall be converted to Microsoft Word (".doc") file format.*

C. Progress Submissions

1. Outline Specifications (Schematic Design)

Provide a table of contents listing the number and titles of all specification sections that will be included in the project. Indicate the issue date or revision date of each guide specification. For sections for which there is no guide, show an appropriate 5 digit CSI number and title, followed by "A/E will prepare section without a Guide".

2. Project Specifications (100% Submittal)

Provide one set of "Original" specifications in addition to the required number of copies. The original set shall be stamped and signed by all the respective designers.

Specifications shall be complete in all respects, ready for advertisement and bidding with all 100% (and subsequent) review comments incorporated or resolved (Return a copy of prior review comments for back-checking by FD&CC).

In addition to the hardcopies required, provide a complete electronic copy of the specifications in Microsoft Word (".doc") format.

Files shall be named as follows:

"Project Number_SpecSection.doc"

For example:

13X01123_09250.doc

D. Formatting

Project specifications shall comply with applicable sections of Military Handbook 1006/1A "Policy and Procedures for Project Drawings and Specification Preparation" except as modified herein.

1. Specifications shall be single-spaced in 12 point, "New Times Roman" font.
2. Formatted and printed on a single side.
3. Formatted for binding in the left side of the page.

See Exhibit D-1 for a sample specification page.

E. FD&CC Review

FDCCPAC review will be limited to determining conformance with the Federal Acquisition Regulations with regard to the following:

- a. Additive/optional bid items including related paragraphs.
- b. Unit price bid items including related paragraphs.
- c. Proprietary specifications (only with FDCCPAC permission)
- d. "Or equal" specifications (three brand names plus "or equal" is not preferred but will be allowed).
- e. Restrictive specifications (hidden proprietary).
- f. Experience Clauses (only if already in typed specification).
- g. General Paragraphs Section.
- h. Bidding Information Section.1.7.3